



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Natural Resources Water Resources Program Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Water Resources Program Manager**
Supervisor: Director, Quileute Natural Resources
Location: Quileute Natural Resources, La Push, WA
Work Info: Full Time/Part Time/Temporary: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$52,249.60 - \$78,395.20)

POSITION SUMMARY:

This position will be responsible for leading all aspects of water quality/quantity planning, implementation, and monitoring specific to the Quillayute River watershed. This will include project development and administration of EPA grants to protect and restore the fisheries for the Quileute Tribe. The Water Resources Program Manager will operate directly under the Director of Quileute Natural Resources, and work with a team of biologist to provide water quality and quantity components to a variety of projects, including noxious weeds, riparian restorations, fish passage, river restoration, policy, and various other projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Oversee and utilize the water quality sonde, temperature thermistors, DTS-12 Turbidity Sensors, Sediment Sampler, and Flow Meter as needed, maintain devices on schedule.
- Maintain inventory of equipment and reagents, accurately calibrate with them.
- Monitor sites on reservation and in U&A, in accordance with the QAPP provided. Design upgrades to EPA required QAPP, NPSP Plan, and ETEP periodically.
- Upload data to Water Quality Data Exchange (EPA database website) and manage database in AWQMS.
- Prepare half-year reports and annual Tribal Assessment Reports for EPA with graphs, for sites, data analysis, and criteria monitored.
- Attend tribal water quality meetings and other technical committees; represent the Quileute Tribe needs; report on context of monitoring results and contribute to these committees.
- Develop/edit Quileute water quality and quantity research plan, develop the EPA PPG budgets based on the plan, submit grants to EPA, formulate Quileute Budgets and package for council.
- Develop, apply for, and operate grants (EPA, BIA, SRFB, etc.) as needed.
- Review applicable policy updates and rule changes that impact water resources, and provide comments as needed.
- Review all permits and discharge reports within the U&A that may impact water resources.
- Other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to follow QAPP and specific protocols to ensure data is accurate.
- Ability to travel occasionally and stay overnight as needed.

WORK ENVIRONMENT:

The Water Resources Program Manager will have their own office located within Quileute Natural Resources (401 Main St. La Push, WA). During each month and more frequently in the summer, the applicant should anticipate working in remote areas in adverse weather conditions.

PHYSICAL DEMANDS:

- Ability to carry/lift 40 pounds when necessary.
- Ability to walk (several miles a day) in uneven, hilly terrain.
- Ability to work outdoors and inclement weather in and around water for extended periods.
- Ability to work in uneven and slippery terrain.
- Ability to sit and work at computer workstation for several hours.
- Ability to operate small hand tools.

SUPERVISORY RESPONSIBILITY:

- Will oversee Water Quality Biologist
- Ability to supervisor other full-time employees.
- Ability to lead crews for research on a temporary basis, this includes QNR staff, contracted field crews, and other governmental staff.

QUALIFICATIONS:

Required Minimum Qualifications:

Preference will be given to candidates with the following qualifications:

- B.S. or B.A. in Biology, Natural Resources Management, Hydrology, Watershed Management, or Chemistry; capability to design QAPP monitoring plans and upgrade. Requires understanding of basic chemistry and fisheries science.

Minimum/Preferred Qualifications:

- GIS and GPS experience desirable, including ArcMap, ArcCatalog, ArcToolbox, and software related to GPS.
- Past training on sediment sampling, temperature monitoring, flow measurements, and water quality monitoring to meet research quality protocols to publish data.
- Ability to analyze data using tools and software, as needed.
- Previous experience with participating in internal and interagency work sessions and correspondence with local, Tribal, State, and Federal environmental agencies.
- Ability to promote Tribal restoration efforts among other agency personnel, private landowners, and various stakeholders.
- Ability to effectively communicate both verbally and in writing to develop grants and research plans or projects.
- Ability to accept supervision, but then work independently after receiving instruction.
- Ability to work within a team and to supervise employees, if needed.
- Ability to read maps related to watershed issues.
- Ability to make computer entries and produce results in Microsoft Excel™ and upload data into federal WQX EPA database.
- Previous experience applying for, successfully implementing, and managing grants.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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